1) On the Menu bar, choose **File > Templates > Manage Templates** or press *Ctrl+Shift+N*.

2) In the Templates dialog, open the category containing the template that you want to set as the default.

3) Right-click on the template and click the **Set As Default** option (see Figure 173). The template is now indicated by a green check mark in the upper left.

The next time you create a spreadsheet by choosing **File > New**, by clicking the **New** icon on the Standard toolbar, or by pressing *Ctrl+N,* it will be created from this template.

Resetting the default template

To set the default spreadsheet template back to the default template supplied with Calc:

1) In the Templates dialog, click the **Settings** icon on the bottom left (Figure 175).

2) Point to **Reset Default Template** in the drop-down menu, and click **Spreadsheet**. The green check mark is removed from the template.

This choice does not appear unless a custom template has been set as the default, as described in the previous section.
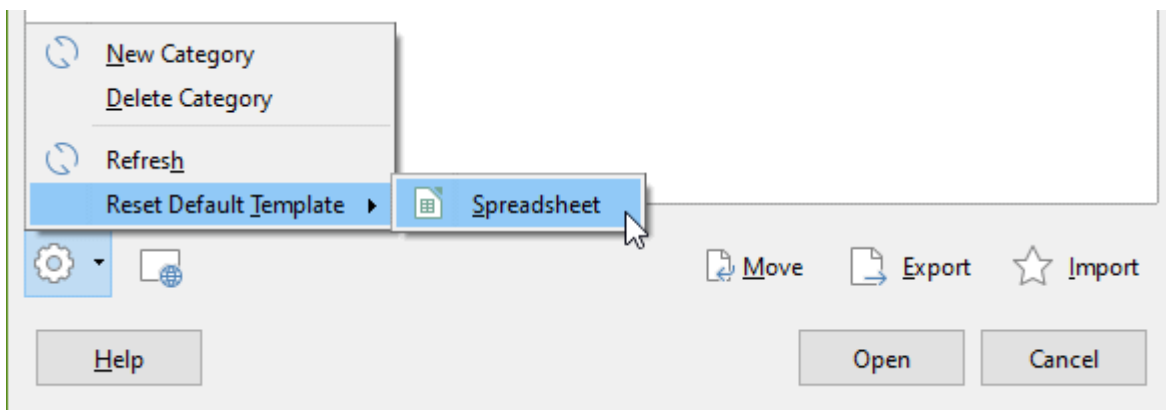

Figure 175: Resetting the default template for spreadsheets

You can also reset the default template as follows:

1) Go to the Templates dialog and open the category containing the template you set as default. It is indicated by a green check mark.

2) Right-click on this template and select **Reset Default** in the context menu. The next time that you create a new spreadsheet, it will be created using the Calc default template.

✅ Note

Resetting the default template back to the Calc default template is only available if the default has been changed previously.

Organizing templates

LibreOffice can only manage templates that are in its template folders (categories), although you can create a spreadsheet from a template that is not in one of these folders. You can create new template folders and use them to organize your templates and import templates into these folders. For example, you might have one template folder for sales templates and another for invoice templates. You can also export templates.